

DRAFT UNTIL APPROVED

Study Session (Tuesday, May 24, 2016)

Generated by Shelley R Shelton on Tuesday, May 24, 2016

Members present

Julie Rash, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

Members Excused

Mckay Jensen, Jim Pettersson

Staff members present

Keith Rittel, Superintendent; Gary Wilson, Assistant Superintendent; Stefanie Bryant, Business Administrator; Jason Cox, Executive Director of Human Resources; Alex Judd, Executive Director of Elementary Education; Anne-Marie Harrison, Executive Director of Teaching & Learning; Shelley Shelton, Executive Assistant; Caleb Price, Communications & PR Coordinator; Joe Rankin, District Financial Analyst

Guests:

Heather Chatwin, RN, PCSD Nurse

Meeting called to order at 7:33 AM

A. 7:30 a.m. Study Session

Procedural: 1. Welcome: Pres. Julie Rash

Procedural: 2. Roll Call

Presentation: 3. Health Clerk Presentation: Gary Wilson, Assistant Superintendent & Heather Chatwin, RN, PCSD Nurse

Asst. Supt. Gary Wilson and Heather Chatwin, RN examined the health service provided in elementary schools. As a result of their study, Mr. Wilson began the Health Clerks program. Ms. Chatwin shared an overview of the program and the impact it's had throughout the district. It decreases the amount spent on 504 aides; health clerks are taking care of many of the duties an aide would handle.

School Health Overview, 2015-2016 School Year

- 4 Registered Nurses
 - 2-30 hr/week; each assigned to seven schools
 - 1-20 hr./week; each assigned to four schools
 - 1-30 hr/week Special Ed nurse
- 13 Elementary Health Clerks
 - 19.5 hr week/ - 4 hours per day

Health Clerk Program

- Job Description
 - CPR/First Aid Certified
 - Certified Nurse Assistant (CNA) training or better
- Interview Committee
 - One elementary school principal
 - Cathy Bledsoe, Student Services
 - All four school nurses
- School Assignments
 - Principal input
 - Candidate preference
 - Interview committee decision

Health Clerk Training

- 6-hour training in August
- 2-hour training district-wide on early out days:

- Oct. 1
 - December 3
 - February 4
 - March 31
- 1-hour training
 - November
- Additional training on site and individually

Member Taz Murray arrived at 7:42 a.m.

Completed Trainings

- FERPA/Confidentiality
- Hand Hygiene/Standard Precautions
- AED Maintenance Checks
- Documentation
- Medication Administration
- Asthma
- Diabetes/Glucagon Training
- Anaphylaxis
- Seizures
- Head Injury
- Mandatory Abuse Reporting
- Head Lice
- Vision Screening
- Immunization Compliance
- PedFACTS Certified

Health Clerk Resources

- Provo Fire Department partnered with Provo City School District to provide school personnel guidelines for helping an ill or injured child when the school nurse is not available.
- [Emergency Guidelines for Schools](#)
- Health Clerks have access to a Google doc that has important information they may need access to.

Health Clerk Impact

- 11,018 health room visits were documented in our 13 elementary schools from August 19, 2015 through December 18, 2015.

RN Delegation

- Provo City School District nurses have delegated the following tasks to the Elementary Health Clerks:
 - Daily diabetes care: 17
 - Daily medication administration: 31
 - Emergency meds in office: 64
 - Other
 - Daily tube feeding: 1

Office Visits by School

- Amelia - 400*
 - 527 total enrollment
- Canyon Crest - 266
 - 537 total enrollment
- Edgemont - 657
 - 640 total enrollment
- Provo Peaks - 977*
 - 624 total enrollment
- Franklin - 530*
 - 489 total enrollment
- Lakeview - 1151
 - 779 total enrollment
- Provost 1215*
 - 452 total enrollment

- Rock Canyon - 790
 - 612 total enrollment
- Spring Creek - 978*
 - 532 total enrollment
- Sunset View - 633*
 - 480 total enrollment
- Timpanogos - 1369*
 - 753 total enrollment
- Wasatch - 1140
 - 950 total enrollment
- Westridge - 1140
 - 790 total enrollment

*Title I School

What's Working?

- Health clerks are notifying RN of concerns at the school.
- RN is able to address concerns quickly and appropriately.
- Safer delegation of medical tasks in schools.
- Health room visits documented.
- Parents notified of student's illness or injury.
- District-wide standardization of medication administration.
- Health clerks receive ongoing specialized training.

What People are Saying! (see attachment)

Looking Ahead

- Developing a Health Clerk Manual
- District nurses developing student health policies and procedures
- Standardizing student health care plans
- Improving overall school health
- Continued training and staff development

Questions / Comments:

- Does the district receive any benefit from IHC as a result of having the health clerk program?
 - Business Administrator Stefanie Bryant will check with Risk Management / Utah Valley Hospital about any local grants.
- Superintendent Rittel suggested this would be good to share with the Utah School Boards Association and other districts.

Discussion, Information: 4. Draft of Final FY16, and Proposed FY17 Budget Review/Truth in Taxation: Business Administrator Stefanie Bryant/Financial Analyst Joe Rankin

By June 22 of each year the Board must adopt a budget for the upcoming year and approve the final budget for the current year. However, if the Board elects to go through Truth in Taxation to increase the available tax levy, the due date for the upcoming year's adopted budget is extended to August 22. The budget should support the goals and objectives of the organization, be balanced and prudent.

In efforts to be open, transparent, and accountable to the public, the District has adopted a goal of annually obtaining the Meritorious Budget Award from both the Government Financial Officers Association (GFOA) and the Association of School Business Officials (ASBO), which represents national excellence in the budgeting process. This award has been achieved by the District for eight consecutive years.

By statute, the Board must be presented the budget by June 1; the Board must hold a public hearing on the budget; notice of the public hearing must be advertised at least ten days before the hearing, and the Board must adopt a budget before June 22 unless Truth in Taxation is undertaken. In the event Truth in Taxation is undertaken, statute allows for approval and public hearing to occur by August 22.

The budget presentation/review is scheduled for Tuesday, May 24, 2015 at 7:30 AM. The budget hearing and budget adoption is scheduled for Tuesday, August 9th, at the 7 PM Board meeting. A notice of the budget hearing and the budget

study session will be placed in the July 31, 2016 edition of the Daily Herald.

The budgets presented at the May 24th study session are tentative budgets until the public hearing takes place in August. The tentative budgets shall be used by the District until such hearings occur in order to facilitate the need to continue day to day operations. They contain additional detailed information which the board will also be approving with the adoption of the budget (capital improvement project list, fund balance transfers, etc.).

District administration will ask the Board to approve the tentative FY17 budgets, excluding any budget related to increased tax levies, at the June business meeting simply to provide a budget to operate until the August hearing, at which time final FY17 budgets shall be approved.

Joe Rankin, Financial Analyst, reviewed the proposed 2016-2017 budget.

Presentation Overview

- Long term budget assumptions and trends
- FY 2017 budget review
- Fund financial summaries
- Tax information
- Supplemental information

Mission Statement

- In partnership with parents and community, we cultivate highly effective learning environments where all students engage, learn, and grow in order to contribute, create and innovate for a lifetime.

Long Term Assumptions

- Budget Guidelines and Assumptions: Revenue
 - State funding will average 3% increase annually
 - Ten year average increase of 5.05%, primarily due to eSchool enrollment increase
 - The district will match state funding with local funds portion as required by law
 - Federal funding continues to be inconsistent. A 2% decrease annually is anticipated; the district will not replace the funding losses.
 - 5 year average decrease of 4.10%
- Budget Guidelines and Assumptions: Expenses (subject to funding)
 - The district, when possible, will provide total compensation increases which approximate inflation.
 - The district will conduct periodic total compensation surveys and adjust total compensation to remain competitive.
 - The district will, on average, fund up to 10% annually for medical inflation.
 - 8.1% premium increase budgeted for FY 2017
 - Pension costs will see minimal rate increase over the next few years.
 - Retirement rate increases expected to be flat for FY 2017
 - Inflation will average 3% annually
 - 10 year average CPI increase of 2.15%
 - Energy costs will continue to increase roughly 5% annually
 - FY 2015 saw utilities drop of \$270K, offset by Cenergistic program expense
 - The district will provide curriculum and IT with funds necessary for their departmental replacement plans

FY 2016-2017 Budget Overview

Budget Items of Note

- This budget document includes any budgetary effects resulting from the following items:
 - \$50M for sale of second half of bonds in FY 2016
 - \$265K for sale of CUE property in FY 2016
 - \$25M for sale of Provo HS property in FY 2017
 - \$46K for Oakridge flooring from FY 2017 to FY 2016
 - \$66.4K for Sunset View asbestos abatement
 - \$73.2K for Rock Canyon asbestos abatement from FY 2017 to FY 2016
 - \$57.8K Preschool portables from FY 2016 to FY 2017
 - \$151K in revenue and expense increase in FY 2016 to FY 2017 for Student Activities Fund
 - Net \$0 effect on budget

Proposed Budget

- Maintains current class sizes
- Continues to fund existing academic/extracurricular programs at current levels
- Accounts for all bond-related construction expenses
- Continues funding for district technology replacement program
- Provides funding for secondary school counselors
- Provides funding for Executive Director of Secondary Education position
- Includes funding for all expenses associated with the negotiated agreements between the district and the PEA/PESP groups
- Provides funding for math/language arts curriculum adoption expenses
- Provides funding for continues rollout fo the Provo Way Learning Initiative

Big Picture FY 2016-17: Revenue

- Increase in WPU of 3.0% from \$3,092 to \$3,184
- Increase in state funding of approximately \$5.2M
 - Much of this is restricted to specific state programs
 - eSchool projected enrollment of 3,000 students accounts for \$1.5M projected WPU state funding increase (revenue offset by vendor expenses result in net \$0 effect on budget)
- Increase in property tax revenues due to growth and rate increase for bond-related debt service
- Decrease in projected federal revenue based on historical trends
 - Current budget only includes funding for current grant amounts
- Enrollment is roughly flat with the exception of projected eSchool growth
- Sale of Provo HS property results in additional net gain of \$24M

Increase in WPU or 3.0% from \$3,092 to \$3,184

Much of this is restricted to specific state programs

eSchool projected enrollment of 3,000 students accounts for \$1.5M projected WPU state funding increase (revenue offset by vendor expenses result in net \$0 effect on budget)

Working with ASD to gain access to online curriculum that's part of the public domain.

Increase in property tax revenues due to growth and rate increase for bond-related debt service

FY17 tax revenue is down slightly since bonds have not been sold. Main revenue impact hit last year.

Decrease in projected federal revenue based on historical trends

Current budget only includes funding for current grant amounts

Enrollment is roughly flat with the exception of projected eSchool growth

Big Picture FY 2016-17: Expenses

- Continued funding for curriculum replacement and IT computer infrastructure of \$966K in FY 2017
 - \$500K for IT replacement
 - \$466K for curriculum adoption
- Increase in eSchool curriculum expense of \$1.5M due to projected enrollment growth
- Bond-related construction expenses of \$67.5M
 - Edgemont - \$14.2M
 - Provost - \$14M
 - Provo High - \$39M (roughly 1/2 of total projected expenses)
- Provo Way Learning Initiative Expenses of \$700K
- Secondary Education Director - \$180K

Compensation Expense

- Salaries
 - Teachers: 181 contract days; 4 professional development days
 - All employees: Average of 4.5-5.0% salary adjustment
 - \$2.2M in added expense
- Benefits
 - Medical premium increase by 8.1% - employees pick up 20% of increase through premium participation
 - Additional \$100K in district HSA contributions
 - Additional \$75K for sick leave payout
 - No increase in retirement rates
 - \$2.5M contributed to OPEB reserve
 - Total benefits expense increase of \$1.60M
- Additional Positions
 - Executive Director of Secondary Education

- \$180K total expense increase for additional positions

Revenue by Type FY 2014-15 to FY 2016-17

- 2015 Revenues
- 2016 Revenues
 - State
 - Local
 - Federal

Expenditures by Function FY 2015-2016 to FY 2016-2017 (the largest changes were in instruction and capital)

- *Instruction*
- *Other Support*
- *General Administration*
- *School Administration*
- *Business/HR/Central*
- *Maintenance*
- *Transportation*
- *Food Services*
- *Non K-12/Community*
- *Capital*
- *Debt*

Financial Summaries

- All Funds FY 2015-16 to FY 2016-17
 - Revenues by Source
 - Objects by Type
 - Fund Balance Beginning (from prior year) - \$29,495,792
 - Fund Balance Ending - \$30,324,497
- Capital Projects Fund FY 2015-2016 to FY 2016 - 2017
 - Revenues by Source
 - Objects by Type
 - \$4.5-\$5M increase in revenue
 - Fund Balance Beginning (from prior year) - \$80,807,608
 - Fund Balance Ending - \$27,750,053
- Capital Non-Bond FY 2015-16 to FY 2016-17
 - Revenues by Source
 - Objects by Type
 - Fund Balance Beginning (from prior year) - \$2,922,644
 - Fund Balance Ending - \$22,517,542
- Debt Service Fund FY 2015-16 to FY 2016-17
 - Revenues by Source
 - Objects by Type
 - Fund Balance Beginning (from prior year) - \$1,801,789
 - Fund Balance Ending - \$1,801,789
- Student Activities Fund FY 2015-16 to FY 2016-17
 - Revenues by Source
 - Objects by Type
 - Fund Balance Beginning (from prior year) - \$1,448,802
 - Fund Balance Ending - \$1,487,358
- Food Services Fund FY 2015-16 to FY 2016-17
 - Revenues by Source
 - Objects by Type
 - Fund Balance Beginning (from prior year) - \$1,311,551
 - Fund Balance Ending - \$731,496
- Building Reserve Fund FY 2015-16 to FY 2016-17
 - Revenues by Source
 - Objects by Type
 - Fund Balance Beginning (from prior year) - \$3,372,240
 - Fund Balance Ending - \$3,372,240
- Redevelopment Fund FY 2015-16 to FY 2016-17
 - Revenues by Source

- Objects by Type
 - Total Expenditures - \$1,250,000
 - The district is giving Provo City approximately \$750K in RDA/CDAs
- All Funds by Category FY 2015-16
 - Nonspendable
 - Restricted
 - Committed
 - Assigned
 - Total - all funds: \$118,237,782
 - Fund balances are a positive factor in the bond rating the district receives. Tend to carry 20-22% in fund balances.
 - A tax increase is needed in order to address things we're not able to do at this point, i.e., transportation, Provo Way Initiative, build up capital fund balance
- Tax Rates Comparison
 - Provo: 0.007568
 - Alpine: 0.008177
 - Nebo: 0.009326
 - Will fluctuate next year with bond sale. Still significantly under both ASD and NSD rates. Will be low even with bond.
- Tax Rates by Levy - Tax Year 2015-2016
 - Total - all funds: 0.000932

Member Michelle Kaufusi was excused at 8:03 a.m.

Supplementary Information

- Transfers Requiring Board Approval
 - Capital Projects Fund
 - \$57,800 shifted from FY16 budget to FY17 to cover new year summer projects
 - \$185,600 shifted from FY17 budget to FY16 to cover summer project start dates
 - Student Activities Fund
 - \$151,100 in additional fee revenue
 - \$151,100 in additional miscellaneous expenses

Capital Improvement List

- Transportation facility; THS softball field biggest draw down items. Funds are in the budget and earmarked

Amount hoping to gain through truth in taxation: \$3.5M per year - .00079 change on levy, 25% of what's available.

Proposed Needs - Five-Year Plan

- Salaries & Benefits
- Capital planning
- Transportation & buses
- curriculum
- Technology infrastructure
- School safety/health support
- internet safety (HB213)
- Fund eschool fee waivers
- Gifted/Talented
- Secondary school counselors

Staff will bring the tentative budget to the board for approval in June.

Member Marsha Judkins was excused 8:59 a.m.

Information: 5. Upcoming Google Calendar Items

B. Adjourn

Action: 1. Motion to Adjourn

I move we adjourn the study session.

Motion by Taz Murray, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Julie Rash, Shannon Poulsen, Taz Murray

The study session was adjourned at 9:03 a.m.